**CAULLT Learning Leaders Development Fund Guidelines**

Grant: up to $5,000

The purpose of this fund is to provide financial support for activities that contribute to the professional development of a leader of an Academic Development Unit.

The fund can be used to undertake activities (i.e. project, study, evaluations etc.) related to the domains required of an Academic Development Unit leader. These may include:

* Strategy Policy and Governance of L&T. This may include contributions to strategic planning, policy, and initiatives,
* Assuring and enhancing the quality of L&T. This may include contributing to the evaluation and improvement of teaching through student feedback, peer review and curriculum review,
* Promoting the scholarship of L&T through initiating and/or participating in grants and awards, research and scholarly investigation of L&T,
* The effective planning, management and delivery of credit-bearing or non-credit bearing programs in higher education,
* Supporting curriculum planning and design and the development of educational resources,
* Engaging the university’s communities in the development of L&T,
* Monitoring the effectiveness of the unit’s operations and the domains of practice in which it engages in supporting L&T.

The funds must be used for activities that have a clear developmental aspect (i.e. it should help the L&T leader gain a greater understanding of key issues or acquire skills that will assist in their role as required by their institution or the Higher Education sector).

The grant is an investment made by the Council of Australasian University Leaders in Learning and Teaching (CAULLT) to an individual L&T leader to assist and enhance the roles of leaders of Academic Development Units. As such applicants for a grant, in addition to outlining their personal professional growth, are also required to frame their learning in a manner where fellow L&T leaders may also benefit. Hence, the grant should lead to an outcome that can be shared so other members can benefit from the individual’s learning.

The outcomes of the grant may be in the form of:

* A written report for CAULLT,
* A presentation to a CAULLT meeting,
* A publication,
* A shareable resource (webpage, guide, etc.),
* Other means as agreed with the CAULLT executive.

Applicants should address the following criteria in a ***1-2 page application***.

* A description of the proposed activity and how undertaking this activity will aid in their development as a leader of an Academic Development Unit (applicant should explicitly refer to the specific domains for which their knowledge and skills will be enhanced),
* A brief statement that specifies the anticipated learning,
* An outline of the expenditure of the funds with a brief justification,
* A clear statement regarding an outcome that will benefit the CAULLT community.

The grant money may be used for course fees, offset related travel expenses, research support, project related costs (i.e. costs related to hosting a meeting).

The grant money ***may not*** be used to fund equipment purchases and incidentals that would reasonably be expected as provided by the applicant’s home institution.

***Eligibility***

A participant is eligible to apply if:

* They are the nominated principal CAULLT representative for their institution,
* Their institution is current in their paid membership,
* Preference will be given to applicants who have not previously received a grant from CADAD/CAULLT.

***Submission dates***: Submissions will be invited through the *CAULLT Activity Report* twice a year in January and August.

Applications should be sent to the CAULLT Executive by emailing [secretariat@caullt.edu.au](mailto:secretariat@caullt.edu.au)

Applicants will be informed as to the outcome of their application prior to next CAULLT conference following the date of their submission:

* January call notified in March/April,
* August call notified in October/November.

Successful applicants will be announced at the CAULLT conference.